



## **Academic Senate**

805.756.1258

<http://academicsenate.calpoly.edu/>

### **Meeting of the Academic Senate Executive Committee**

**Tuesday, October 30 2012**

**01-409, 3:10 to 5:00pm**

- I. **Minutes:** Approval of minutes for the meetings of October 9 2012 (pp. 2-3).
- II. **Communication(s) and Announcement(s):**
- III. **Reports:**
  - A. Academic Senate Chair:
  - B. President's Office:
  - C. Provost:
  - D. Statewide Senate:
  - E. CFA:
  - F. ASI:
- IV. **Business Item(s):**
  - A. Appointment of nominees to Academic Senate committee vacancies (pp. 4-5).
  - B. Appointment of nominees to university committees (p. 5).
  - C. Approval of Instruction Committee's recommendations for 2014-15 Academic Calendar: Stegner, chair of the Instruction Committee (pp. 6-16).
  - D. Resolution on Possible Change to a Semester Calendar: Davol, CENG senator, and Rinzler, CLA senator (p. 17).
- V. **Discussion Item(s):**

Review of possible amendments to the Academic Senate *Constitution of the Faculty*: (1) role of Senate Secretary (p. 18), and (2) voting status for two ASI representatives (pp. 19-25).
- VI. **Adjournment:**

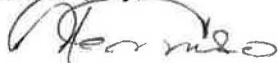
**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**  
**San Luis Obispo, California 93407**  
**ACADEMIC SENATE**

**MINUTES OF THE**  
**ACADEMIC SENATE EXECUTIVE COMMITTEE**  
**Tuesday, October 9 2012**  
**01-409, 3:10 to 5:00pm**

- I. Minutes: minutes of the September 18 and September 20 2012 Executive Committee meetings were approved without change.
- II. Communication(s) and Announcement(s): none.
- III. Reports:
  - A. Academic Senate Chair: (Rein) The Chair has been asked whether the Senate will have the opportunity to review the Semester Review Task Force report and provide feedback before President Armstrong makes his decision. The Chair will invite the President to a Senate meeting in late December or early January to discuss the report. (Foroohar) Since moving to a semester system will affect curriculum and curriculum "belongs to the Faculty," this puts it under the purview of the faculty and needs to come before the Senate for a vote. (Fernflores) A change to semesters affects many constituents: the faculty, students, staff, IT, and the Registrar's Office all have an important voice in this matter. The report is due December 6 2012 but may not be available until the end of December. (Kinsley) Several campus forums are scheduled in order to receive faculty, staff, and student input as well as alumni and parents.
  - B. President's Office: (Kinsley) On October 16 and 17, President Armstrong will be attending the executive presidents task force on semesters. The six campuses not on the semester system will continue to be discussed at the presidents level. The new CSU Chancellor, Timothy White, has been invited to Cal Poly for the May 2 2013 President's Cabinet meeting. Any questions you would like to have President Armstrong ask the Chancellor, please submit in writing to the President's Office.
  - C. Provost: None.
  - D. Statewide Senate: (LoCascio) On October 11 2012 a "Secure the Funding" conference will be taking place in Los Angeles. Statewide senator LoCascio, Chief of Staff Kinsley, and Provost Enz Finken will all be attending. [Postscript: Academic Senate Chair Rein will also be attending the conference.]
  - E. CFA Campus President: (Thorncroft) A phone bank has been set up to do faculty calling regarding Proposition 30. Several faculty members who were called were not familiar with the propositions.
  - F. ASI Representative: (Morrow) A voter registration drive was launched today, which had great turnout. ASI is compiling reports for students to solicit feedback regarding the possible conversion to semesters. We would like to create a campus discussion amongst the students themselves and then receive their feedback.

- IV. Consent Agenda: none.
- V. Business Item(s):
- A. **Appointment of Thomas Gutierrez, CSM faculty member, to the Academic Senate for 2012-2014:** Thomas Gutierrez was appointed to fill the vacancy in CSM for the 2012-2014 term. M/S/P (unanimous).
- B. **Appointment of nominees to Academic Senate committee vacancies:** The following appointments were made: M/S/P (unanimous):
- |       |                   |   |
|-------|-------------------|---|
| CAED  | Michael Lucas     | Curriculum Committee ( <i>fall quarter only</i> ) |
| CAED  | Umut Toker        | Distinguished Teaching Award Committee            |
| CAED  | Jill Nelson       | Fairness Board                                    |
| CAFES | Wayne Howard      | Distinguished Teaching Award Committee            |
| OCOB  | Manocher Djassemi | Curriculum Committee                              |
| OCOB  | Stern Neill       | Research & Professional Development Committee     |
| PCS   | Kristi Weddige    | Curriculum Committee                              |
- C. **Appointment of nominees to university committees:** None.
- D. **Resolution on "Support of Proposition 30 on the November 2012 Ballot: Temporary Taxes to Fund Education – Guaranteed Local Public Safety Funding":** (Rein) Although it is late to consider this resolution, if it receives a first and second reading at the October 23 Senate meeting, it will be available for distribution before the November 6 election. M/S/P (unanimous) to agendize for the October 23 2012 Senate meeting.
- E. **Approval of committee charges for 2012-2013:** (Rein) All committee charges to date were summarized and discussed. M/S/P (unanimous) to approve all committee charges.
- F. **Resolution on Proposed Name Change: "Cal Poly Extended Education":** M/S/P (unanimous) to agendize for the October 23 2012 Senate meeting.
- VI. Discussion Item(s):
- Review of possible amendments to the Academic Senate *Constitution of the Faculty*:** (1) role of Senate Secretary, (2) formula for senators in small units, (3) review of General Faculty membership, (4) voting status for two ASI representatives: Each of these items was discussed briefly. They will return for more extended discussion on future agendas.
- VII. Adjournment: 5:02 p.m.

Submitted by,



Margaret Camuso  
Academic Senate

## Nominations for 2012-2014 Academic Senate Vacancies

\*Willing to chair committee

### **College of Agriculture, Food and Environmental Sciences**

Fairness Board

Instruction Committee

### **College of Architecture and Environmental Design**

Budget and Long Range Planning Committee

Graduate Programs Subcommittee

James Doerfler, Architecture (7 years at Cal Poly) Tenured

I am currently in the second year of being the Director of the Master of Science in Architecture Program. I am very interested in being our College representative on the Graduate Programs Subcommittee, as I continue to evolve a revision and updating of the M.S. Arch degree.

I am a tenured Professor, and I have previously held the interim Department Head position at my previous University, and I have been the Associate Department Head in Architecture here at Cal Poly. I have also been Curriculum Committee Chair in Architecture and been a member of the College Curriculum Committee, and IACC University Committee.

I am very interested in learning and discussing issues about new and revised graduate programs at Cal Poly and being part of a robust conversation about the future of Graduate Programs at Cal Poly. I am particularly interested in promoting and supporting interdisciplinarity in our university and our research. I hope to bring this perspective to discussions in the committee.

Grants Review Committee

Instruction Committee

Karen Lange, Architecture - Tenured

As a faculty member for the past 23 years, I have great interest in the subject of instruction specifically the quality of teaching. While I have not served on the Academic Senate for many years and have not served on a University committee for what seems like forever, I think it is time to initiate again my service agreement with the University at large.

In the past I have been involved with the Curriculum Committee at the departmental level and the Instruction Committee seems to deal with topics of interest to the curriculum without the finer details of curriculum development. While good at detail work, I am an architect, I specifically enjoy the larger picture.

Per the responsibilities as stated on the Academic Senate website for this particular committee, I am highly concerned with grade inflation and how our particular institution is viewed from the outside regarding this matter. As for corporate relations within the classroom and the scheduling of MWF 4 unit classes, these items have direct bearing on my teaching and the work and functioning of my department. In addition the Instruction Committee meeting schedule, for Fall Quarter at least, does not conflict with my heavy teaching load, which in the past has not been the case for similar committees.

Research & Professional Development Committee

### **Orfalea College of Business**

Faculty Affairs Committee

Instruction Committee



**College of Engineering**

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Distinguished Teaching Award Committee  
Instruction Committee

**College of Liberal Arts**

Research & Professional Development Committee

**Professional Consultative Services**

Fairness Board  
GE Governance Board  
Instruction Committee

**Nominations for 2012-2013 University Committee Vacancies**

Cal Poly Housing Corporation Board – 1 representative, 1 vacancy  
Campus Fee Advisory Committee – 1 representative, 1 vacancy  
Health Services Oversight Committee – 1 representative, 1 vacancy  
Institutional Animal Care and Use Committee (IACUC) – 1 representative, 1 vacancy  
Intellectual Property Review Committee – (CSM only)  
Student Health Advisory Committee – 1 representative, 1 vacancy  
University Union Advisory Board – 1 representative, 1 vacancy

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mcamuso@calpoly.edu

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**Instruction Committee Academic Calendar Recommendations**

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**From :** Paul Dustin Stegner <pstegner@calpoly.edu> Tue, Oct 16, 2012 10:03 AM  
**Sender :** paul dustin stegner <paul.dustin.stegner@gmail.com>  
**Subject :** Instruction Committee Academic Calendar  
Recommendations  
**To :** Margaret R. Camuso <mcamuso@calpoly.edu>

Hi Margaret,

Please find below the Instruction Committees comments on the 2014-15 Academic Calendar.

Summer 2014: Option 3, June 18th-August 29th—The committee recommends this option because it provides for a final examination period at the end of the 10-week session (or second five-week session). This leaves only a two-day break between spring and summer terms, which may cause difficulties for labs, but a similar schedule was used in Summer 2007.

Fall 2014: Option 1

Winter 2015: Option 2, January 5th-March 20th—The committee recommends this option because it avoids rescheduling the observance of Presidents' Day. The committee has no comment on Option 2a or 2b.

Spring 2015: Option 1

Please let me know if there are any questions regarding the committee's feedback on the calendar.

Best,  
Dustin

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Dustin Stegner  
Associate Professor  
Department of English  
California Polytechnic  
Telephone: (805) 756-1277  
Email: pstegner@calpoly.edu

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State of California  
M e m o r a n d u m

CAL POLY  
SAN LUIS OBISPO

**To:** Steve Rein, Academic Senate Chair  
College Deans (Academic Deans' Council)  
Katie Morrow, President of ASI, Student Senate  
Preston Allen, Student Affairs Council

**Date:** September 7, 2012

**Cc:** J. Armstrong  
B. Gallagher  
K. Enz Finken  
K. Ikeda  
L. Kelley  
K. Lertwachara  
A. Liddicoat  
B. Murphy  
M. Pedersen  
S. Olivas

**From:** Cem Sunata  
Registrar



**Subject:** Academic Calendar Options for Summer Quarter 2014 to Spring Quarter 2015

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In accordance with Campus Administrative Policy (CAP) 211, the Provost, or his/her designee, proposes a calendar to the President for approval following consultation with the Academic Deans' Council, Academic Senate Executive Committee, Academic Senate Instruction Committee, ASI, Academic Personnel, Enrollment Support Services, Human Resources, Cal Poly Corporation, and Student Affairs. Following any suggestions from these groups, the calendar can be modified to incorporate their recommendations or submitted to the President as proposed, along with a notation of recommended modifications.

Currently, Cal Poly is operating on an approved Academic Calendar extending through the end of Spring Quarter 2014. Attached are quarter-by-quarter calendar proposals for the period from Summer Quarter 2014 to Spring Quarter 2015. For each quarter's proposal:

- Applicable Campus Administrative Policy (CAP) is cited.
- The various options and corresponding considerations are presented in a table format.
- Calendar displays with relevant months are provided for each option. Key dates are highlighted, such as final examination periods and academic holidays.

Please see Campus Administrative Policy 211 (<http://policy.calpoly.edu/cap/200/cap210.htm>) for all of the pertinent policies and guidelines that influence the calendar. Ultimately, the calendar for the entire year will be a combination of the selected proposals for each quarter.

By copy of this letter we are requesting that all recipients, **except for the Academic Senate Chair, send any comments and/or recommendations to Susan Olivas, Office of the Registrar** ([solivas@calpoly.edu](mailto:solivas@calpoly.edu)) **on or before Friday, October 19, 2012.**

We are then requesting that the Academic Senate, after reviewing the proposals and the feedback received from other parties, makes its recommendation on or before **Friday, November 30, 2012.**

If you have any questions regarding the calendar development, please contact Susan Olivas at ext. 6-2533.

Attachments

## Academic Calendar Options for Summer Quarter 2014

### Campus Administrative Policy to consider:

Per CAP 211.1, "Summer quarter should end prior to Labor Day. Spring quarter should end prior to the second weekend in June."

Per CAP 211.1, "The need to start the first day of instruction on a Monday shall take higher priority in planning the academic calendar than ending summer quarter prior to Labor Day and ending spring quarter prior to the second week in June."

Per CAP 211.2, "Whenever possible, quarter breaks should include no less than 5 calendar days between the last day of final examinations and the beginning of the subsequent quarter."

| Summer 2014 | Break between Spring and Summer terms | First Day of Classes | Academic Holiday | Last Day of Classes                 | Final Exam Period                              | Notes  |
|-------------|---------------------------------------|----------------------|------------------|-------------------------------------|--|--|
| Option 1    | 1 week                                | June 23, Monday      | July 4, Friday   | 10-week session: August 29, Friday  | No final exam period at end of 10-week session | Labor Day occurs on Monday, September 1, in 2014. This option allows a Monday start and conclusion of the term by Labor Day, but <i>does not allow for a final exam period for a regular 10-week session</i> . If only supervisory and/or online courses are offered during the 10-week session, this option may be viable.<br>Possible Instructional Days = 49  |
| Option 2    | None                                  | June 16, Monday      | July 4, Friday   | 10-week session: August 22, Friday  | 10-week session: August 25-29, M-F             | Labor Day occurs on Monday, September 1, in 2014. This option allows a Monday start and conclusion of the term by Labor Day, while also allowing for a standard final exam period for a 10-week session. To accommodate the final exam period, the term would start immediately after the Spring commencement weekend.<br>Possible Instructional Days = 49   |
| Option 3    | 2 days                                | June 18, Wednesday   | July 4, Friday   | 10-week session: August 26, Tuesday | 10-week session: August 27-29, W-F             | Labor Day occurs on Monday, September 1, in 2014. Although this option does not start on a Monday, it does allow for conclusion of the term by Labor Day with final exams for a regular 10-week session (or a second 5-week session.) The last day of classes for the session would be on Tuesday, August 26, and the final exam period would immediately follow and be reduced to 3 days, August 27 – 29. (2 hour final exams, instead of 3 hours, would be scheduled on those days). It should be noted a similar option was practiced in Summer 2007. For that term, classes started on the Thursday following commencement, allowing for a 3-day break. Feedback received on that option is that it can be difficult for lecture/lab courses to start on a Thursday because students may find themselves in a lab section of a course on the first day of classes without having first attended a lecture section.<br>Possible Instructional Days = 49 |

**Summer 2014 Option 1 (49 possible instructional days):**

| JUNE 2014 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| JULY 2014 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
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| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| AUGUST 2014 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
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| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          | 1  | 2  | 3  | 4  | 5  | 6  |

**Summer 2014 Option 2 (49 possible instructional days):**

| JUNE 2014 |    |    |    |    |    |    |
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| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| JULY 2014 |    |    |    |    |    |    |
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| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| AUGUST 2014 |    |    |    |    |    |    |
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| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          | 1  | 2  | 3  | 4  | 5  | 6  |

**Summer 2014 Option 3 (49 possible instructional days):**

| JUNE 2014 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
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| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 |    |    |    |    |    |

| JULY 2014 |    |    |    |    |    |    |
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| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 | 31 |    |    |

| AUGUST 2014 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
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| 3           | 4  | 5  | 6  | 7  | 8  | 9  |
| 10          | 11 | 12 | 13 | 14 | 15 | 16 |
| 17          | 18 | 19 | 20 | 21 | 22 | 23 |
| 24          | 25 | 26 | 27 | 28 | 29 | 30 |
| 31          | 1  | 2  | 3  | 4  | 5  | 6  |

**Legend for Shading**

|  |                          |  |                                      |  |                             |  |   |  |                             |
|--|--------------------------|--|--------------------------------------|--|-----------------------------|--|---|--|-----------------------------|
|  | Academic Holiday         |  | Holiday Moved; Classes held this day |  | Commencement Day(s)         |  | Instructional Planning Day (No Classes) |  | Grades Due Day (No Classes) |
|  | Final Examination Period |  | Change to a Monday Schedule          |  | Evaluation Day (No Classes) |  | First Day of Classes                    |  |                             |

## Academic Calendar Options for Fall Quarter 2014

### Campus Administrative Policy to consider:

Per CAP 211.1, "Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday. In calendar years in which the first Monday of the quarter falls on Cesar Chavez Day, instruction shall begin on Tuesday of that week. In calendar years in which the first Monday of the quarter falls on a major religious or cultural holiday, it is recommended that instruction shall begin on Tuesday of that week."

### Notes:

There is no major religious or cultural holiday on the first day of the quarter. (Rosh Hashanah begins Thursday, September 25.)

It is preferred that there be one week between the Thanksgiving break and finals week

- for activity and lab final exams,
- to allow instructors to hold review sessions just prior to finals week, and
- to allow the necessary scheduling of student performances for the Theatre program.

As such, there is only one option presented below for the Fall 2014 term.

| <b>Fall 2014</b> | <b>Break between Summer and Fall terms</b> | <b>First Day of Classes</b>   | <b>Academic Holiday</b>  | <b>Last Day of Classes</b> | <b>Final Exam Period</b> | <b>Notes</b>            |
|------------------|--|---|--|----------------------------|--------------------------|-------------------------|
| Option 1         | 2 weeks                                    | Fall Conference starts Sept. 15, Monday<br><br>Classes start Sept. 22, Monday | November 11, Tuesday<br><br>November 26 - 28, Wednesday – Friday | December 5, Friday         | December 8 - 12, M - F   | Instructional Days = 51 |

**Fall 2014:**

**51 Instructional Days:**

| SEPTEMBER 2014 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
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| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |
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| OCTOBER 2014 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
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| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |
|              |    |    |    |    |    |    |

| NOVEMBER 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
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| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

| DECEMBER 2014 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
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| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |
|               |    |    |    |    |    |    |

**Legend for Shading**

|  |                          |  |                                      |  |                             |  |   |
|--|--------------------------|--|--------------------------------------|--|-----------------------------|--|---|
|  | Academic Holiday         |  | Holiday Moved; Classes held this day |  | Commencement Day(s)         |  | Instructional Planning Day (No Classes) |
|  | Final Examination Period |  | Change to a Monday Schedule          |  | Evaluation Day (No Classes) |  |   |
|  | Fall Conference / WOW    |  | First Day of Classes                 |  | Grades Due Day (No Classes) |  |   |



## Academic Calendar Options for Winter Quarter 2015

Campus Administrative Policy to consider:

Per CAP 211.1, "Whenever possible, each academic quarter shall consist of a minimum of nine (9) offerings of calendar days' schedules." For example, there should be nine offerings of Monday classes, nine offerings of Tuesday classes, etc.

| Winter 2015     | Break between Fall and Winter terms | First Day of Classes | Academic Holiday                              | Last Day of Classes | Final Exam Period    | Notes  |
|-----------------|-------------------------------------|----------------------|---|---------------------|----------------------|--|
| Option 1        | 3 weeks                             | January 5, Monday    | January 19, Monday<br><br>February 16, Monday | March 13, Friday    | March 16 - 20, M - F | <p>Per CAP 211.3, President's Day, the third Monday in February, is a designated holiday, which can be "rescheduled by the President for observance on another day."</p> <p>Move observance of President's Day to Friday, February 13, and hold classes on Monday, February 16. Considerations:</p> <ul style="list-style-type: none"> <li>• Fewer classes displaced on Friday.</li> <li>• Can affect faculty and students with young children.</li> <li>• Can affect lab prep time in College of Science and Math. Lab techs usually use Fridays to set up lab rooms for classes that will occur the following week (Monday – Thursday).</li> </ul> <p>March 23 is designated as an Evaluation Day to meet the minimum of 170 faculty work days in an academic year.</p> <p>Instructional Days = 48</p>   |
| Option 2a or 2b | 3 weeks                             | January 5, Monday    | January 19, Monday<br><br>February 16, Monday | March 13, Friday    | March 16 - 20, M - F | <p>Option is to follow a Monday schedule on another day of the week, so there are nine offerings of Monday classes during the term.</p> <p><u>Option 2a:</u> Follow a Monday schedule on Tuesday, January 20, following the Martin Luther King holiday on Monday, January 19. Considerations:</p> <ul style="list-style-type: none"> <li>• Can affect part-time faculty with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus.</li> </ul> <p><u>Options 2b:</u> Follow a Monday schedule on Tuesday, February 17, following the President's Day holiday on Monday, February 16. Considerations:</p> <ul style="list-style-type: none"> <li>• Can affect part-time faculty with other jobs off-campus (e.g. at Cuesta) and students' jobs off-campus.</li> <li>• Occurrence later in term may affect mid-term schedules.</li> </ul> <p>March 23 is designated as an Evaluation Day to meet the minimum of 170 faculty work days in an academic year.</p> <p>Instructional Days = 48</p> |

**Winter 2015 Option 1**  
**48 Instructional Days**

| JANUARY 2015 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
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|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| FEBRUARY 2015 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
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| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    |

| MARCH 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

**Winter 2015 Option 2a or 2b**  
**48 Instructional Days**

| JANUARY 2015 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 2a | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| FEBRUARY 2015 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 2b | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
|               |    |    |    |    |    |    |

| MARCH 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

**Legend for Shading**

|  |                          |  |                                      |  |                             |  |   |
|--|--------------------------|--|--------------------------------------|--|-----------------------------|--|---|
|  | Academic Holiday         |  | Holiday Moved; Classes held this day |  | Commencement Day(s)         |  | Instructional Planning Day (No Classes) |
|  | Final Examination Period |  | Change to a Monday Schedule          |  | Evaluation Day (No Classes) |  |   |
|  | Fall Conference / WOW    |  | First Day of Classes                 |  | Grades Due Day (No Classes) |  |   |

## Academic Calendar Options for Spring Quarter 2015

Campus Administrative Policy to consider:

Per CAP 211.1:

"Whenever possible, the first day of instruction each quarter shall be a Monday with a 48-day minimum per quarter (49-day minimum spring quarter) and the last day of instruction each quarter shall be a Friday. In calendar years in which the first Monday of the quarter falls on Cesar Chavez Day, instruction shall begin on Tuesday of that week."

"Summer quarter should end prior to Labor Day. Spring quarter should end prior to the second weekend in June."

| Spring 2015 | Break between Winter and Spring terms | First Day of Classes | Academic Holiday                        | Last Day of Classes | Final Exam Period  | Notes  |
|-------------|---------------------------------------|----------------------|---|---------------------|--------------------|--|
| Option 1    | 1 week                                | March 30, Monday     | March 31, Tuesday<br><br>May 25, Monday | June 5, Friday      | June 8 - 12, M - F | CAP 211.1 states there should be a minimum of 49 instructional days in the spring quarter, but because Cesar Chavez Day falls on Tuesday, March 31, and classes start on the preceding Monday, it's not possible to have 49 instructional days and end the term prior to the second weekend in June, also in CAP 211.1. Although there would not be 49 instructional days for the Spring term, total instructional days for the academic year will total 147 and be in compliance with CAP 211.1.<br><br>Instructional Days = 48 |

**Spring 2015:**  
**48 Instructional Days**

| APRIL 2015 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
| 29         | 30 | 31 | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

| MAY 2015 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

| JUNE 2015 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 |    |    |    |    |

**Legend for Shading**

|  |                          |  |                                      |  |                             |  |   |
|--|--------------------------|--|--------------------------------------|--|-----------------------------|--|---|
|  | Academic Holiday         |  | Holiday Moved; Classes held this day |  | Commencement Day(s)         |  | Instructional Planning Day (No Classes) |
|  | Final Examination Period |  | Change to a Monday Schedule          |  | Evaluation Day (No Classes) |  |   |
|  | Fall Conference / WOW    |  | First Day of Classes                 |  | Grades Due Day (No Classes) |  |   |

SUMMARY OF CALENDAR DAYS  
Academic Year (F-W-Sp)

|                              | Summer 2014 | Fall 2014 | Winter 2015 | Spring 2015 |
|------------------------------|-------------|-----------|-------------|-------------|
| Beginning Year/Term          | --          | 5         | --          | --          |
| MWF Days                     | 29          | 31        | 28 or 29    | 29          |
| TR Days                      | 20          | 20        | 19 or 20    | 19          |
| Total Qtr Instructional Days | 49          | 51        | 48          | 48          |
| Exams                        | TBD*        | 5         | 5           | 5           |
| Commencement                 | --          | 1         | --          | 1           |
| Instructional Planning Day   | --          | --        | --          | --          |
| Evaluation Day               | --          | --        | 1           | --          |
| Grades Due Day               | --          | --        | --          | --          |
| Total Qtr Academic Work Days | 49*         | 62        | 54          | 54          |

- Total Academic Year Instructional Days (F-W-Sp) = 147
- Total Academic Year Work Days (F-W-Sp) = 170

\*Final exam period determined by sessions offered during the Summer term.

Adopted:

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-\_\_-12**

**RESOLUTION ON POSSIBLE CHANGE TO  
A SEMESTER CALENDAR**

- 1 WHEREAS, The Academic Senate has the responsibility to address all matters regarding the  
2 curriculum; and  
3
- 4 WHEREAS, Changing from quarters to semesters will have a significant impact on the curriculum; and  
5
- 6 WHEREAS, The presence or absence of other campus groups examining the change from quarters to  
7 semesters, including the President's Semester Review Task Force, does not release the  
8 Academic Senate from its responsibility to examine that issue; and  
9
- 10 WHEREAS, The presence of faculty on the Semester Review Task Force does not necessarily release  
11 the Academic Senate from its responsibility to independently examine the issue of  
12 changing from quarters to semesters; and  
13
- 14 WHEREAS, As indicated in the recent report to the Academic Senate from the Semester Review Task  
15 Force, the President currently plans to base his decision on the report of his Semester  
16 Review Task Force; and  
17
- 18 WHEREAS, The Academic Senate and the faculty as a whole will have great difficulty making an  
19 informed judgment about the change from quarters to semesters without adequate time to  
20 consider the report of the Semester Review Task Force, which is due at the end of fall  
21 quarter 2012; and  
22
- 23 WHEREAS, A reasonable deadline for the Academic Senate to complete its consideration of the report  
24 of the Semester Review Task Force is one academic quarter after the release of the report;  
25 therefore be it  
26
- 27 RESOLVED: That the Academic Senate request that the President delay a decision on whether to  
28 change from quarters to semesters until after the Senate has completed its consideration of  
29 the issue; and be it further  
30
- 31 RESOLVED: That the Academic Senate request that the President base his decision not only on the  
32 report of the Semester Review Task Force but also on the results of the Academic Senate's  
33 own examination of the issue.

Proposed by: Andrew Davol, CENG senator and  
Paul Rinzler, CLA senator

Date: October 24 2012

- (d) the Chair shall prepare, in consultation with committee chairs and the Provost, an annual list of charges for Academic Senate committees for approval by the Executive Committee. The Chair shall meet with each committee or committee chair before the end of fall quarter to review these charges as well as applicable bylaws and procedures [Xref: VIII.C.5&7].
- (e) the Chair shall serve as an alternate for the Academic Senate California State University and shall attend when an elected statewide senator must miss a given meeting.

2. Vice Chair

In the event of a permanent vacancy in the office of Chair, the Vice Chair shall succeed to the office and a replacement Vice Chair shall be elected to complete the term of office. The Vice Chair shall serve in the capacity of the Chair during her/his absence or upon the request of the Chair.

3. Secretary

The Secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or designee shall create three copies of the minutes of all meetings—one for the Chair, one to be passed to the library, and one to be filed in the Academic Senate office. The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the constitution and bylaws.

4. The immediate Past Chair, if available, shall serve as parliamentarian for Executive Committee and Senate meetings.

B. ELIGIBILITY

Each officer shall be an elected member of the Academic Senate. Every candidate for Academic Senate office shall have at least one more year to serve as an elected senator. A college is permitted to provide only one officer at a time.

C. TERMS OF OFFICE

Each officer shall be elected by the voting members of the Academic Senate for a one-year term. These elections shall be held at the last regularly scheduled Senate meeting of winter quarter and term of office shall begin with the start of summer quarter. The only limitation to the number of terms a senator may hold office as Vice Chair or Secretary are the eligibility requirements in Article II.A of these bylaws and the terms of office restrictions in Article II.B.1 of these bylaws. The number of terms a senator may hold office as Academic Senate Chair is set forth in Article II.B.2 of these bylaws.

D. REPLACEMENT

The filling of temporary vacancies shall be accomplished as specified in Article III of these bylaws.

V. MEETINGS



**ACADEMIC SENATES IN THE CSU THAT  
INCLUDE/DO NOT INCLUDE STUDENT VOTING**

(October 25 2012)

| <b><u>CAMPUS</u></b>        | <b><u>Yes</u></b> | <b><u>No</u></b> |
|-----------------------------|-------------------|------------------|
| Bakersfield                 | ✓                 |                  |
| Channel Islands             | ✓                 |                  |
| Chico                       | ✓                 |                  |
| Dominguez Hills             | ✓                 |                  |
| East Bay                    | ✓                 |                  |
| Fresno                      | ✓                 |                  |
| Fullerton                   | ✓                 |                  |
| Humboldt                    | ✓                 |                  |
| Long Beach                  | ✓                 |                  |
| Los Angeles                 | ✓                 |                  |
| California Maritime Academy | ✓                 |                  |
| Monterey Bay                |                   | ✓                |
| Northridge                  | ✓                 |                  |
| Pomona                      | ✓                 |                  |
| Sacramento                  |                   | ✓                |
| San Bernardino              | ✓                 |                  |
| San Diego                   | ✓                 |                  |
| San Francisco               | ✓                 |                  |
| San Jose                    | ✓                 |                  |
| SLO (Cal Poly)              |                   | ✓                |
| San Marcos                  | ✓                 |                  |
| Sonoma                      |                   | ✓                |
| Stanislaus                  | ✓                 |                  |

Adopted: February 15, 2000 (by a vote of 27-12)

ACADEMIC SENATE  
Of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA

AS-535-001ASI  
RESOLUTION ON VOTING STATUS FOR  
STUDENT REPRESENTATIVES ON THE ACADEMIC SENATE

- 1  
2 WHEREAS, Students are greatly affected by the decisions and/or policies adopted by the  
3 Academic Senate of Cal Poly; and  
4  
5 WHEREAS, Students comprise the largest sector of Cal Poly and are the end beneficiaries of  
6 its curriculum and all other academic matters; and  
7  
8 WHEREAS, Groups represented in the Academic Senate (including the students) are likely to  
9 participate more vigorously in its deliberations if they are given an equal say  
10 (proper parliamentary procedure ensures students an equal say); and  
11  
12 WHEREAS, Student input has proven valuable and has informed the Academic Senate of  
13 student opinion on matters affecting Cal Poly; and  
14  
15 WHEREAS, Student input is necessary and valuable to the Academic Senate when deciding  
16 policies that have both short and long term effects on student life; and  
17  
18 WHEREAS, 75 percent of the California State Universities have entrusted their student bodies  
19 with the privilege of a vote in their respective Academic Senates; and  
20  
21 WHEREAS The granting of voting status to students on the Academic Senate would make  
22 students co-creators of their academic environment thereby increasing student  
23 accountability for said environment; therefore, be it  
24  
25 RESOLVED: That the Academic Senate of Cal Poly send to the General Faculty a proposed  
26 revision of Article III.1.d of the current *Constitution of the Faculty* to include the  
27 President and Vice President of Associated Students, Inc., or designees thereof, as  
28 ex officio, voting student representatives, and revise Article II.A.2 of *The Bylaws*  
29 *of the Academic Senate* to accommodate the constitutional amendment.

Proposed by: Associated Students  
Incorporated of Cal Poly  
Date: January 4, 2000  
Revised February 14, 2000

## *Constitution of the Faculty*

### Article III. The Academic Senate

#### Section 1. Membership

a. Each college shall elect three senators, plus one senator for each thirty faculty members or major fraction thereof. Any academic unit not housed within a college, which is otherwise not represented within the Academic Senate, shall have an opportunity to obtain representation in the Senate and/or university committees through a petition to the Academic Senate Executive Committee. The unit, upon petition, may be allocated one senator for each thirty full-time faculty members or major fraction thereof who are solely affiliated with that unit.

b. Designated personnel in Professional Consultative Services (excepting directors) shall be represented in the Academic Senate by the formula of one senator per each fifteen members, or major fraction thereof:

- (1) Full time probationary or permanent Librarians; and
- (2) Full time probationary or permanent (a) Counselors; (b) Student Services Professionals [SSPs] 1-,11-, and III-academically related; (c) SSPs and IV; (d) Cooperative Education lecturers; (e) physicians; and (f) full time coaches holding a current faculty appointment of at least one year.

c. Senators acting in an at-large capacity are the immediate Past Chair of the Academic Senate and the CSU statewide academic senators.

d. Ex officio, voting members are the President and Vice President of Associated Students, Inc. or their designees.

e. Ex officio, nonvoting members are (1) the President of the university or designee, (2) the Provost/Vice President for Academic Affairs or designee, (3) one representative from among the academic deans, and (4) the President and Executive Vice President of ASI designees, and (5) the Vice President for Student Affairs.

## ***Bylaws of the Academic Senate***

### II. MEMBERSHIP OF THE ACADEMIC SENATE

#### A. ELIGIBILITY

##### 1. Elected Members

Elected members shall be full-time members of the General Faculty who have been nominated and elected in accordance with Article VII Section m of these Bylaws. Elected members shall be voting members.

##### 2. Ex Officio Members

Ex officio members shall be nonvoting ~~as~~ unless specified in Article m.l.d. of the Constitution

##### 3. Representative of Temporary Part-time Academic Employees

A nonvoting member representing temporary part-time academic employees shall be appointed each quarter or for the academic year contingent upon the representative's continuing appointment.

**RECEIVED**

MAR 27 2000

State of California

**Memorandum**


ACADEMIC SENATE

**CAL POLY**

SAN LUIS OBISPO  
CA 93407

To: Myron Hood  
Chair, Academic Senate

Date: March 24, 2000

From:   
Warren J. Baker  
President

Copies: Paul I. Zingg  
Juan Gonzalez  
John Moffatt

Subject: Response to Academic Senate Resolution AS-535-00/ASI  
Resolution on Voting Status for Student Representatives on the Academic Senate

---

I acknowledge receipt of the above-entitled Academic Senate Resolution.

Senate members are to be commended for passing a Resolution that acknowledges the importance of student involvement and voice in matters of the University, which affect their educational experience.

CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California 93407  
ACADEMIC SENATE

B A L L O T  
TO GRANT VOTING STATUS TO STUDENT  
REPRESENTATIVES ON THE ACADEMIC SENATE

On February 15, 2000, the Academic Senate approved AS-535-00/ASI "Resolution on Voting Status for Student Representatives on the Academic Senate" by a vote of 27-12. The resolution recommended:

That the Academic Senate of Cal Poly send to the General Faculty a proposed revision of Article III.1.d of the current *Constitution of the Faculty* to include the President and Vice President of Associated Students, Inc., or designees thereof, as ex officio, voting student representatives, and revise Article II.A.2 of *The Bylaws of the Academic Senate* to accommodate the constitutional amendment.

The full content of the resolution can be accessed from the Academic Senate web page at <http://www.calpoly.edu/~acadsen/>. Arguments in favor/against a constitutional change to grant voting status to the two Academic Senate student representatives are presented on the reverse side of this ballot.

Follow the voting directions on this ballot:

1. Mark your ballot.
2. Place the ballot into the enclosed smaller envelope labeled "ballot" and seal.
3. Place the sealed, smaller envelope in the enclosed larger envelope. In the space provided, sign your name, print your name, and write the name of your college/area.
4. Mail this ballot to the Academic Senate office. In order to be counted, your ballot MUST ARRIVE IN THE ACADEMIC SENATE OFFICE (38-143) BY 5:00PM, ON FRIDAY, MARCH 17, 2000. Ballots will be counted on March 20, 2000 at 8:00am in building 38 - room 143.

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# votes Please mark only ONE of the following:

- 132 ☐ I APPROVE the change to grant voting status to the two student representatives on the Academic Senate.
- 233 ☐ I DO NOT APPROVE the change to grant voting status to the two student representatives on the Academic Senate.
- 19 ☐ I ABSTAIN from voting on this matter.

---

**Argument in favor of the constitutional change:**

Currently the students have two nonvoting members in the Academic Senate. Students serve as voting members of all Academic Senate committees of which they are members. They also serve as voting members of several Universitywide committees at Cal Poly. Systemwide, students have voting rights in over two thirds of the 22 campus Academic Senates. There is also one student voting member on the CSU Board of Trustees.

Cal Poly's Academic Senate is more than just a voice for the faculty—it serves as a public forum for the entire University. The issues that come before the Senate have a great impact on the students of Cal Poly. Faculty and others on this campus are continually asking for students to become aware of and involved in the decision making process of the University. The way to guarantee active student participation is to entrust them with two votes in the Academic Senate. We hope you support this change. (Aron DeFerrari and Andrew Hunt, ASI representatives to the Academic Senate, and David Hannings, Vice Chair of the Academic Senate)

**Argument against the constitutional change:**

Just as it would be improper for faculty to vote for student officers, so should we refuse to allow students to vote for the officers of the Academic Senate. The issue is not merely reciprocity. It has to do with the integrity of the student and faculty votes. The Academic Senate and the Associated Students, Inc. each has its own organization with direct access to the administration. Both by tradition and statute (Higher Education Employer-Employee Relations Act) academic senates are the primary consultative bodies regarding educational and professional matters. We welcome the representation of students in the chamber. They are there to represent student opinion. The Provost and deans have their representatives there as well.

The act of representing, however, does not entail a vote. The vote adds nothing to one's ability to persuade. Do we want to pretend (symbolism) that someone who has not earned the baccalaureate degree enjoys equal status with the faculty in matters of admission, curriculum, and personnel? Faculty should only have to lobby faculty on faculty issues. Without knowing the history, the students claim that two thirds of the CSU senates allow student votes. Cal Poly is distinct. Our competition in public higher education is the University of California where students are not allowed the vote. Please vote no. Keep the faculty voice clear and uncluttered. (Reg Good, Cal Poly statewide academic senator)

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